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CFETP 1C3X1
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AFSC 1C3X1 COMMAND POST SPECIALTY



CAREER FIELD EDUCATION AND TRAINING PLAN

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**COMMAND POST SPECIALTY
AFSC 1C3X1**

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**COMMAND POST SPECIALTY
AFSC 1C3X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle training and education requirements, training support resources, and upgrade requirements for Air Force Specialty Code (AFSC) 1C3X1. This CFETP provides personnel a clear career path to success and instills rigor in all aspects of career field training. AFRC and ANG career paths will differ from the career paths depicted in this document.

2. This CFETP consists of two parts. Supervisors who plan, manage, and control training within the career field will use both parts of the plan.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (i.e., knowledge, education, experience, training, and other); Section D indicates resource constraints (i.e., funds, manpower, equipment, and facilities); and Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks and technical references to support training, Air Education and Training Command (AETC) conducted training, core tasks and wartime course, and correspondence course requirements. Section B may contain the Course Objective List (COL) and training standards supervisors use to determine if airmen have satisfied training requirements; Section C identifies available support materials. An example is a Qualification Training Package (QTP), which may be developed to support proficiency training. These packages are indexed on the Air Force Publications web site, *Numerical Index of Specialized Educational Training Publications*. Section D provides a mandatory and optional training course index supervisors use to determine resources available to support training. Section E identifies MAJCOM unique training requirements supervisors use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan will enable us to train today's work force for tomorrow's jobs.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT)—Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Career Field Manager (AFCFM)—Determines training needs, requirements, and resources for the entire career field. Sole waiver authority for training deviations.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS)—A comprehensive task list, which describes a particular job type or duty position. Supervisors use them to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Air Force Training Record (AFTR)—Web-based relational database used to track personnel's upgrade training requirements.

Air Reserve Component (ARC)—All units, organizations and members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC).

Apprentice Course—A formal resident course that results in award of the AFSC and the 3-skill level.

Basic Military Training (BMT)—The initial military training course for new Air Force members. The course provides the individual with a basic foundation and introduction to Air Force history, customs and courtesies, physical fitness, and military bearing.

Career Development Course (CDC)—A self-paced course using independent knowledge training materials mandatory for career progression and award of the 5-skill level.

Career Field Education and Training Plan (CFETP)—CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

Career Training Guide (CTG)—A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

Certification—A formal indication of an individual's ability to perform a task to required standards.

Certification Official—A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Continuation Training—Additional training exceeding initial requirements with emphasis on present or future duty assignments.

Core Task. Tasks the AFCFM identifies as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC.

Course Objective List (COL). A publication derived from the initial or advanced skills course-training standard, identifying the task and knowledge requirements, and respective standards needed to achieve a 3, 5, and 7-skill level in this career field. Supervisors use the COL to assist in conducting Graduate Assessment Surveys (GAS) in accordance with AFI 36-2201 V1, *Training Development, Delivery, and Evaluation*.

Critical Task—Tasks that have been identified by the work center supervisor as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks may or may not be the same as core tasks but are mandatory if identified as 'critical' to the individual's position by the supervisor or work center.

Distance Learning (DL)—Includes video tele-seminar (VTS), video tele-training (VTT), and computer-based training (CBT). Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without the on-site support of the formal school instructor.

Enlisted Specialty Training (EST)—A mix of formal training (resident and non-resident) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Exportable Training—Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Field Technical Training (Type 4)—Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team (MTT).

Functional Area Manager (FAM)—The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support operational planning and execution as well as wartime and peacetime contingencies. Responsibilities include, but are not limited to, developing and reviewing policy; developing, managing, and maintaining UTCs; developing criteria for and monitoring readiness reporting; force posturing; and analysis. At each level of responsibility (HQ AF, MAJCOM, Air Component, FOA, DRU, and Unit), the FAM should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

Functional Manager (FM)—Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission

as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

Go/No Go—The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

Graduate Assessment Survey (GAS)—A survey sent from the technical training wing (evaluations branch) to supervisors of recent 3-skill level course graduates. Supervisors use this survey to provide feedback on the effectiveness of the technical training course/program as outlined in the STS.

Initial Skills Training—A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified for officers. Normally, this training is conducted by AETC at one of the technical training wings.

Instructional System Development (ISD)—A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

Job Site Training (JST)—Technical training delivered to students at their base of assignment without an AETC instructor physically present. JST is also known as Type 6 formal technical training, exportable training, advanced distributed learning (DL), and distance learning (DL).

Job Site Training Point of Contact (JST POC)—The base JST POC serves as the central point of contact at the local level to manage JST. The JST POC will normally work within the mission support squadron, or base education services function, and will inventory all incoming examination material.

Just-in-Time (JIT) Training—Training required just prior to a selected deployment that delivers training necessary for mission accomplishment. It is typically predicated on hard-to-obtain contingency skills.

Learning Management System (LMS)—An automated web-based distributive learning system that delivers standard knowledge-based material to personnel, allowing for academic self-paced learning and providing the ability to access material anytime...anywhere.

Master Task Listing (MTL)—A comprehensive task list common to all persons serving in the described duty section. Supervisors must use MTLs to document task qualifications.

Master Training Plan (MTP)—The MTP consists of the MTL, the Annual Training Plan (ATP), Plans of Instruction (POI), Performance Standards, and sections that contain examples of completed training forms, evaluation scenario scripts and training letters. The MTP contains specific instructions for documenting and administering the controller-training program.

Occupational Badge—When worn, the badge reflects the degree of experience and training in the career field. The following guidance will be followed for enlisted personnel: Wear the basic badge after completing technical school; wear the senior badge after award of the 7-skill level; and wear the master badge as a Master Sergeant or above with 5 years in the specialty from award of the 7-skill level. **EXCEPTION:** Chief Master Sergeants cross-flowed into a new CEM Code wear the basic badge of their new career field upon award of the CEM Code, the senior badge after 12 months, and the master badge after 5 years.

Occupational Survey Report (OSR)—A detailed report showing the results of an occupational survey of the tasks performed within a particular AFS.

Office of Primary Responsibility (OPR)—Agency charged with responsibility for a project or tasking.

On the Job Training (OJT)—Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification) training.

Proficiency Training—Additional training, either resident or exportable advanced training courses, or OJT, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training (QT)—Hands-on performance training designed to qualify an airman in a specific duty position. This portion of the dual channel OJT program occurs both during and after the upgrade training process. It is designed to develop the performance skills required to do the job.

Qualification Training Package (QTP)—An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. The CP AFSC relies upon the MTP to meet this need for AFSC specific training.

Resource Constraints—Resource deficiencies such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Specialty Training Package and COMSEC QTP—A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified Communications Security (COMSEC) personnel.

Specialty Training Standard (STS)—An Air Force publication that describes skills and knowledge an airman in a particular AFS needs on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show overall training requirements for an AFSC that are taught in formal schools and learned through correspondence or DL courses.

Standard—An exact value, either a physical entity or an abstract concept established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A standard could be a fixed quantity or quality.

Subject Matter Expert (SME)—An individual qualified in a particular specialty and who is consulted with for his/her subject matter expertise or knowledge of the specialty.

Task Certifier—See Certification Official.

Task Modules (TM)—A group of tasks performed within an AFS that are performed together and require common knowledge, skills, and abilities. An identification code and a statement identify TMs.

Total Force—All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capacity—The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

Training Planning Team (TPT)—Comprised of the same personnel as a Utilization and Training Workshop (U&TW), however TPTs are more intimately involved in training development, and the range of issues is greater than is normal in the U&TW forum.

Training Requirements Analysis—A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Training Setting—The type of forum in which training is provided (formal resident school, OJT, field training, MTT, self-study, etc.).

Upgrade Training (UGT)—Mandatory training which leads to attainment of a higher level of proficiency.

Utilization and Training Workshop (U&TW)—A forum, which includes the AFCFM, MFMs, SMEs, and AETC training personnel to determine career ladder training requirements.

Wartime Tasks—Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the CP Apprentice Course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Section A - General Information

1. Purpose. This CFETP provides information necessary for the AFCFM, MAJCOM FMs (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course requirements for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or OJT provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field's training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints, which impact full implementation of the desired career field training process.

2. Use. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion in the plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description. The information listed below can be found in the Air Force Enlisted Classification Directory (AFECD), which contains current and complete specialty qualification data.

4.1. Specialty Summary. Manages and performs activities within fixed ground, mobile and airborne command and control (C2) facilities such as installation and expeditionary command posts (CP), operations centers, rescue coordination centers, and Combatant Command and Major Command (COCOM/MAJCOM) command centers. Provides command, control, communications, and information support throughout the full spectrum of operations to include peacetime, emergency and disaster situations, crisis, contingency and war. Receives and relays C2 instructions and records; collects, processes, and submits manual and automated data products. Disseminates time-sensitive critical information to senior leaders and support agencies. Establishes procedures for operational reports, readiness reports, and the Status of Resources and Training System (SORTS) report. Reports international treaty compliance information. Uses communications systems and consoles to affect positive control of assigned forces and weapons systems. Supports chemical, biological, radiological, nuclear, and explosive (CBRNE), and conventional warning and reporting activities. Ensures compliance with operations center and CP policies and procedures. Related DoD Occupational Subgroup: 125000.

4.2. Duties and Responsibilities.

4.2.1. Performs C2 actions to support Homeland Security, National Defense, and Air Force operations. Provides C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Facilitates C2 in support of the Installation Emergency Management (EM) Program. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Receives, processes, and disseminates emergency action messages via voice and record copy systems. Encodes, decodes, and transmits and relays presidential decisions to execute and terminate nuclear and conventional force operations. Relays C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces. Coordinates and executes search and rescue activities. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of CP operations. Initiates, receives, and takes action on alert messages. Flight-follows and manages aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support. Monitors aircraft movement and relays information to and from aircrews. Coordinates mission delays with installation and external agencies. Monitors status of launch and space assets. Monitors status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary. Ensures proper use and control of resources and classified material. Develops and evaluates CP processes. Performs self-inspections. Ensures operational readiness and adherence to standards. Recommends actions to correct CP procedural deficiencies. Maintains and disseminates local and worldwide current and forecasted weather to include watches, advisories

and warnings to installation populace and aerospace resources. Ensures existing directives for executing and controlling assigned forces are understood and properly applied.

4.2.2. Prepares and submits operational, readiness, SORTS, international treaty, and aerospace asset reports. Analyzes and disseminates information derived from operational and readiness reports. Establishes procedures for operational, readiness and SORTS reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits. Ensures reported data is current and accurate.

4.2.3. Operates and monitors voice, data, and alerting systems. Develops operating instructions directing CP and lateral agency C2 activities. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Receives and disseminates time-critical information to and from the commander to internal and external agencies during daily operation, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons systems. Coordinates actions to ensure prompt response during disaster operations (pre, trans, and post), including immediate activation and recall of all resources and participating agencies and organizations. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters (trans and post), accidents, wartime attacks, and military operations other than war. Coordinates, directs, and monitors actions to allow continuation or restoration of vital functions and operations. Maintains operational status displays. Maintains proficiency in C2 systems and aircraft flight following and mission management systems such as Theater Battle Management Core Systems (TBMCS) and Global Decision Support System - 2 (GDSS2). Establishes manpower, communications, equipment, and facility requirements.

4.2.4. Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing and destroying COMSEC material. Maintains CP personnel, information, operations, computer, emission, industrial and physical security programs.

4.2.5. Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. Apprentice (3-Skill Level). Completion of the CP Apprentice Course and initiation of all security investigation request forms (SF 86 – *Questionnaire for National Security Positions* and AF Form 2583 – *Request for Personnel Security Action*) for a Secret clearance are mandatory for award of the 3-skill level. Upon completion of the CP Apprentice Course, a trainee will work with a trainer to enhance their knowledge and skills. They will utilize the CDC and Task Qualification Training to progress in the career field. Once task qualified, a trainee may perform the task unsupervised. Award of the 3-skill level without a final Top Secret clearance is

authorized provided an interim Secret has been granted according to AFI 31-501. The first duty station will not initiate any Top Secret investigation paperwork until the individual has received their final Secret clearance.

5.2. Journeyman (5-Skill Level). Completion of the CDCs and all 5-skill level core tasks. Once upgraded to the 5-skill level, a journeyman will continue training to broaden their experience base. Individuals will use their CDCs to prepare for promotion. They will attend Airman Leadership School (ALS) (or by correspondence for Air Reserve Components (ARC) when they are a SrA with over 48 months time in service or once selected for promotion to SSgt and should continue their off-duty education toward a Community College of the Air Force (CCAF) degree.

5.3. Craftsman (7-Skill Level). Completion of the 7-skill level DL course (or CDC, as applicable) and all 7-skill level core tasks. A craftsman can expect to fill various supervisory and management positions, and should take courses or obtain added knowledge on management of resources and personnel. Continued academic education through CCAF and higher degree programs is expected. In addition, when selected or promoted to TSgt, individuals will attend the Noncommissioned Officer (NCO) Academy (or by correspondence for Air Reserve Component (ARC)).

5.4. Superintendent (9-Skill Level). Completion of all formal training and OJT requirements. MSgts will attend the Senior NCO Academy Resident Course (or by correspondence for Air Reserve Component (ARC)). A 9-skill level can be expected to fill positions such as NCOIC, superintendent, and various staff positions/jobs. Additional training in the areas of budget, manpower, Air Expeditionary Force (AEF) management, resources and personnel management should be pursued through continued education. Completion of a CCAF degree program is required. Higher education, completion of courses outside of the career AFSC, and completion of Sister Service equivalent PME are also recommended and encouraged. Additionally, many SMSgt assignments within the career-field are Joint/COCOM positions where 1C3s are often the senior AF enlisted person in the unit. Therefore, SMSgt selects and SMSgt are encouraged to complete, at a minimum, the JPME CBT in order to become prepared for these demanding roles.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the CP career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disorganized/disjointed training approach. A U&TW for the Command Post (CP) Career Field was held at Keesler AFB MS, 8-10 Jun 10. The purpose was to review recommendations from the Jan 10 Specialty Training Requirements Team (STRT) meeting and finalize proposed changes to the career field education and training plan (CFETP).

6.1. 3-Skill Level Requirement. Initial/entry level training will be developed and taught by AETC. Key U&TW decisions added Nuclear Enterprise training, updated training references, and ensured training focused on current field equipment and systems. AFSC 1C331 is awarded following successful completion of CP Apprentice Course.

6.2. 5-Skill Level Upgrade Requirements. AFSC 1C351 is awarded following successful completion of 12 months UGT (minimum 9 months UGT for retrainees), all core task items, and CDC 1C351, CP Journeyman. Unit or mission-specific skills and knowledge are locally determined and taught.

6.3. 7-Skill Level Upgrade Requirements. AFSC 1C371 is awarded following successful completion of the 7-skill level CDC. Key U&TW decision by the career field was to move from a 7-level distance learning (DL) course to a 7-level CDC. Additional requirements include completion of 12 months UGT and all core task items, and attainment of the grade of SSgt. Individuals in retraining status are subject to the same requirements and must complete a minimum 6 months in UGT for award of 7-skill level. However, retrainees require an additional 12 months experience, once they've been awarded a 7-skill level, before they may hold a C2 Ops or Training NCOIC position. Additionally, retrainees require 36 months experience following the award of the 7-skill level in order to fill a Superintendent position in the Command Post.

6.4. Proficiency Training. Additional training, either in-residence, exportable training, or OJT to increase skills and knowledge beyond minimum upgrade requirements. MAJCOMs identify required proficiency training in their respective MTPs.

7. CCAF. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Information Systems Technology Associate Degree. In addition to the associate degree program, CCAF offers the following:

7.1. CCAF Occupational Instructor Certification Program. CCAF offers the Occupational Instructor Certification (OIC) Program for qualified instructors who teach CCAF collegiate-level courses at a CCAF affiliated school. The purpose of the certification is to recognize the instructor's faculty development training and qualification required to teach a CCAF course and formally acknowledges the instructor's practical teaching experience.

7.2. Degree Requirements. Successful completion of the criteria below and award of the 5-skill level will lead to award of an Information Systems Technology Associate Degree through CCAF for our AFSC. The CCAF Catalog details the requirements for award of the CCAF degree. A student must complete all degree requirements before separating, retiring or becoming a commissioned officer. Obtain additional information on CCAF degrees and requirements through your base education office, or the CCAF representative. Refer to the CCAF catalog for further information at <http://www.au.af.mil/au/ccaf/publications.asp>.

Semester Hours

Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Total	64

7.2.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of technical core subjects/courses must be applied. The remaining semester hours are applied from either technical core/technical elective courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject or course must be approved in advance.

Technical Core

<i>Subjects/Courses</i>	<i>Max Semester Hours</i>
Airborne Information Systems	24
Broadcast Information Systems/Management.....	15
CCAF Internship	18
Command and Control Information Systems	15
Communication-Electronics Program Management	12
Communication Networking	12
Data Information Systems/Management.....	20
Comp TIA Certifications	8
Computer Security	6
Computer Systems Architecture/Analysis/Design	6
Telecommunications Administration/Industry Regulation.....	6
Telecommunications Technology	6

Technical Electives

<i>Subjects/Courses</i>	<i>Max Semester Hours</i>
Business Mathematics/Statistics	3
College Algebra or higher-level Mathematics	6
Computer Science	6
Data Communications	3
FCC General Radiotelephone Operator's License	9
Microsoft MCSE Certification	8
Principles of Accounting	3
Radio Communications	6
Survival Training	3
Typing/Keyboarding	3

7.2.2. Leadership, Management, and Military Studies (6 Semester Hours): May be satisfied by applying Professional Military Education, civilian management courses accepted in transfer and/or by testing credit.

7.2.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training. Civilian courses do not apply to this requirement.

7.2.4. General Education (15 Semester Hours): This requirement is satisfied by application of courses in transfer or by testing credit. Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

*Subjects/Courses**Semester Hours*

Oral Communication	3
Speech	
Written Communication	3
English Composition	
Mathematics	3
Intermediate algebra or a college-level mathematics course that satisfies the delivering institution's mathematic requirement for graduation. If an acceptable mathematics course is applied as a technical or program elective, a natural science course meeting GER application criteria may be applied as a general education requirement.	
Social Science	3
Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, Sociology	
Humanities	3
Fine Arts (Criticism, Appreciation, Historical Significance), Foreign Language, Literature, Philosophy, or Religion	

7.2.5. Program Elective (15 Semester Hours): Courses applying to technical education, LMMS or general education requirements; natural science courses meeting general education requirement application criteria; foreign language credit earned at Defense Language Institute or through the Defense Language Proficiency Test; maximum 9 SHs of CCAF degree-applicable technical course credit otherwise not applicable.

7.3. Off-duty Education. Additional off-duty education is a personal choice that is encouraged for all. Completion of a CCAF degree program is required for progression to the 9-skill level. Individuals desiring to become an AETC Instructor should actively pursue an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

7.4 Baccalaureate Degree. The Air University Associate-to-Baccalaureate Cooperative (AU-ABC) links Airmen who have completed an associate degree to a collection of accredited "military friendly" colleges and universities to consider when completing a four-year degree. The program maximizes the application of military career education and training, and provides a multitude of online academic and support services for the enlisted member through the Air Force Virtual Education Center (AFVEC).

8. Career Field Path.

8.1. Table 8.1 depicts typical duty positions in the CP career field by grade level. This table is intended as a guide only to provide airmen a "snapshot" of possible duty positions in planning their careers and duty assignments.

Table 8.1. Duty Position Table		Grade Requirements	
Duty Position	Avg Grade	Avg Years	High Year Tenure
Apprentice/Worker/Journeyman/Supervisor			
Console Controller Apprentice/Worker, Operational Reports & SORTS Apprentice/Worker, Training Apprentice/Worker,	AB / Amn	6 months	
	A1C	16 months	
	SrA	3 years	12
Craftsman/Supervisor			
Console Controller, Operational Reports & SORTS Manager, Trainer, Senior Controller, NCOIC Reports/SORTS, NCOIC Training, NCOIC CP/Command Center/C2OPs, NCOIC C2 Systems, Instructor, Joint Special Duty Air Staff/MAJCOM Staff NCO	SSgt	5	20
	TSgt	12	22
Superintendent/Manager/Craftsman			
Instructor Manager, NCOIC CP/Command Center/C2OPs, Superintendent CP/Command Center, Joint/Special Duty Manager/Superintendent, MAJCOM IG, Superintendent of Policy and Procedures, Functional Manager, Group Superintendent, Chief Enlisted Manager, Air Force Career Field Manager	MSgt	17.5	24
	SMSgt	20.5	26
	CMSgt	23	30

8.2. Enlisted Education and Training Path.

8.2.1. The following table shows the education and training path sequence and timeline for progression in the 1C3X1 career field.

Table 8.2. Enlisted Education and Training Path

Education and Training Requirements	GRADE PROGRESSION PATH			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
Basic Military Training School	Amn	6 months		
Apprentice Technical School (3-Skill Level)	A1C	16 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 9 months UGT for retrainees, and 12 months for normal UGT. - Complete all core tasks. - Complete appropriate CDC.	SrA	3 years	28 months	12 years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt select. - Resident graduation is a prerequisite to sew on SSgt (Active Duty Only).	SSgt	5 years	3 years	20 years
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - Minimum 6 months UGT for retrainees, and 12 months for normal UGT. - Complete all core tasks. - Complete 7-skill level DL course/CDC, as applicable - Must be 7-skill level to sew on TSgt.	TSgt	12 years	5 years	22 years
NCO Academy (NCOA) - Must be a TSgt or TSgt select. - Resident graduation is a prerequisite to sew on MSgt (Active Duty Only).	MSgt	17.5 years	8 years	24 years
Upgrade to Superintendent (9-skill level) USAF Senior NCO Academy (SNCOA) - Must be a CMSgt select or SMSgt - Resident graduation is a prerequisite to sew on SMSgt (Active Duty Only).	SMSgt	20.5 years	11 years	26 years
Upgrade to CEM - Resident graduation of CMSgt Leadership Course.	CMSgt	23 years	14 years	30 years
Trainer - Recommended by supervisor. - Qualified and certified on all task to be trained; must attend a formal AF trainer course.				
Certifier - Not required for CP personnel.				

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Section E of this CFETP. Mandatory training requirements can be also found in AFI 36-2201V2 *Air Force Training Program, Training Management* and the Air Force Enlisted Classification Directory (AFECD). The AFECD may be accessed through the Air Force Personnel Center (AFPC) website at <http://ask.afpc.randolph.af.mil>.

10. Specialty Qualification Requirements.

10.1. Apprentice Level Training:

10.1.1. **Knowledge.** Knowledge is mandatory of: Air Force organization and administration; EM the National Incident Management System (NIMS) and Air Force Incident Management System (AFIMS); C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment.

10.1.2. **Education.** For entry into this specialty, completion of high school with courses in oral communications and computer operations is desirable.

10.1.3. **Training.** For award of the AFSC 1C331, completion of the CP Apprentice Course is mandatory.

10.1.4. **Experience.** N/A.

10.1.5. **Other.** Per the AFECD, the following are mandatory as indicated:

10.1.5.1. For entry into this specialty: Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*. Trainees must have a minimum score of 49 General on their AFQT.

10.1.5.2. For entry, award, and retention of these AFSCs:

10.1.5.2.1. Continued demonstration of mental and emotional stability.

10.1.5.2.2. Ability to speak English clearly and distinctly as demonstrated by Reading Aloud Test administered in accordance with AF Pamphlet 48-133, *Physical Examination Techniques*.

10.1.5.2.3. Must be able to type.

10.1.5.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1C3XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim Top Secret clearance has been granted according to AFI 31-501.

10.1.6. **Training Sources and Resources.** Initial skills training in this specialty consists of the tasks and knowledge provided in the 3-skill level resident course (*E3ABR1C331 XXXX*) located at Keesler AFB, MS. A list of additional training courses to support education and training is in Part II, Section C, of this CFETP.

10.1.7. **Implementation.** Entry into training occurs upon completion of basic military training or an approved retraining from another AFSC. Basic trainees selected for AFSC 1C3X1 are screened during basic military training to ensure they meet the minimum requirements for entry and award of this AFSC. IAW AFI 10-207 (Attachment 2) Local CP managers must interview applicants applying for retraining into this AFSC to ensure the minimum requirements for entry and award of this AFSC are met. If no CP exists, individuals must be interviewed and recommended by their commander for entry into AFSC 1C3X1, and recommendations must be reviewed and approved by the MFM. Successful completion of the CP Apprentice Course results in award of the 3-skill level.

10.2. Journeyman Training:

10.2.1. **Knowledge.** In addition to the knowledge gained at the apprentice level, the journeyman should have further knowledge in the areas of mission monitoring; purpose of CP for preparing, executing and controlling assigned forces; Joint Operations and Doctrine; maintenance coordination functions and procedures.

10.2.2. **Education.** No additional educational requirements for award of the 5-skill level.

10.2.3. **Training.** Individuals must complete the following for upgrade to the 5-skill level: the 5-skill level CDC, all core tasks identified in the STS, and a minimum of 12 months UGT (9 months UGT for retrainees). Additional qualification training becomes necessary when personnel transfer to another duty position, the unit mission changes, a new piece of equipment or weapons system is employed, or anytime new techniques or procedures are developed.

10.2.4. **Experience.** Qualification in and possession of AFSC 1C331. Also, experience in functions such as handling automated operational data, controlling input and output data from automated CP systems using data processing devices, and communication operations.

10.2.5. **Other.** See paragraph 10.1.5.

10.2.6. **Training Resources.** Successful completion of CDC 1C351 satisfies most of the knowledge requirements required for upgrade to the 5-skill level. The STS in Part II, Section A

of this CFETP and MAJCOM MTP provide the knowledge and task requirements for qualification in a particular duty position. Core tasks identified in Part II, Section A of this CFETP must be completed prior to upgrade to the 5-skill level.

10.2.7. Implementation. Enrollment in CDC 1C351 takes place after completion of the CP Apprentice Course and arrival at the first permanent duty station. CDCs will be ordered after completion of local CP certification training and must be issued within 14 days of receipt by the Enlisted/Unit Training Manager (60 for ARC). Successful completion of the CDC, completion of appropriate 5-skill level STS core tasks, and 12 months experience (9 months for retrainees) in the duty position assigned are required for upgrade to the 5-skill level.

10.3. Craftsman Training:

10.3.1. Knowledge. In addition to the knowledge gained at the apprentice and journeyman level, the craftsman should have further knowledge in the areas of C2 missions and plans for force preparation, execution, control, recall, diversion, reconstitution and recovery; role of the CP in installation level EM C2 structure; procedures for implementing command emergency actions and directives.

10.3.2. Education. No additional educational requirements for award of the 7-skill level.

10.3.3. Experience. Qualification in and possession of AFSC 1C351. Also, experience performing or supervising functions of CP operations.

10.3.4. Training. For award of the AFSC 1C371, individuals must complete the 7-skill level DL course/CDC, as applicable; and all core tasks identified in the STS.

10.3.5. Other. See paragraph 10.1.5.

10.3.6. Training Resources. Successful completion of the 7-level DL course/CDC, as applicable, satisfies the knowledge and task requirements specified in the specialty knowledge section above for award of the 7-skill level. Core tasks identified in Part II, Section A, of this CFETP must be completed prior to the award of the 7-skill level.

10.3.7. Implementation. Minimum grade of SSgt select 5-skill levels are eligible to be enrolled and begin the 7-skill level DL course/CDC, as applicable. Enrollment for the 7-skill level DL course/CDC, as applicable, for active duty is handled by AFPC; for ARC, enrollment is handled by the unit training manager. Attainment of the grade of SSgt and successful completion of the 7-skill level DL course/CDC, as applicable and 12 months UGT results in award of the 7-skill level. Completion of all applicable STS core task items are required. Individuals in retraining status are subject to the same requirements and must complete a minimum of 6 months in UGT for award of the 7-skill level.

10.4. Superintendent Training:

10.4.1. Knowledge. No additional knowledge requirements for award of the 9-skill level.

10.4.2. **Experience.** Qualification in and possession of AFSC 1C371. Also, experience managing and directing CP functions.

10.4.3. **Training.** N/A.

10.4.4. **Other.** See paragraph 10.1.5.

10.4.5. **Training Resources.** Completion of all applicable MTP items satisfies remaining knowledge and experience requirements listed above.

10.4.6. **Implementation.** MSgts are eligible to attend a Senior NCO Academy. Completion of a SNCO Academy Resident Course (or by correspondence for ARC) and sew on of SMSgt are required for award of the 9-skill level. Completion of a SNCO Academy Resident Course (or by correspondence for ARC) is mandatory before assuming the grade of SMSgt.

Section D - Resource Constraints

11. Apprentice Level Training:

11.1. **Constraint.** The current course constraints are course length and instructor manpower. In order to train the back-slashed training standard tasks in this CFETP, days will have to be added to the course and instructor manpower authorizations will have to be increased. Additional resources are required to upgrade the old Command Post (CP) Lab to a new CP Simulator.

11.1.1. **Impact.** Impacts 10 STS performance (hands-on) training items in the area of INFOSEC and COMSEC. Without additional resources, the 2b/b training standard items in this CFETP can only be taught to the “b” (procedure task knowledge level).

11.1.2. **Resources Required.** The current course lengthened from 35 days to 37 days and instructor authorizations plus up of one (1). An estimated cost of \$400K is required to renovate existing facility which includes building crew/student cabs in the simulator and procuring computer equipment.

11.1.3. **Actions Required.** Additional days, additional 1C3 manpower authorization, and dollars for upgrade of CP Simulator are all required to be funded. 334 TRS will submit a course resource estimate (CRE) identifying the constraints. Current funding not available within training group; therefore, CRE will continue to be forwarded through chain of command through HQ AETC to AF CFM for resolution. When funded, 334 TRS will be required to (1) initiate change to CFETP to remove back-slash from training standard item and (2) submit a Course Training Plan to update course control documents and request certification of course that includes training to the higher proficiency level of “2b”.

11.2 **OPR and Target Completion Date.** 1C3 AFCFM, HQ USAF/A3O-AO; January 2011.

12. Five Level Training:

12.1. **Constraint.** None

12.1.1. **Impact.** None

12.1.2. **Resources Required.** None

12.1.3 **Actions Required.** None

12.2 **OPR.** None

13. Seven Level Training:

12.1. **Constraint.** None

12.1.1. **Impact.** None

12.1.2. **Resources Required.** None

12.1.4 **Actions Required.** None

Section E - Transitional Training Guide - None

Part II

Section A - Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for 3-skill level classes beginning on 19 January 2011 and graduating on 14 March 2011. Anticipated delivery date for 5-level CDC is 14 March 2011; 7-level CDC is 17 December 2011.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Column 1 (Tasks, Knowledge, and Technical References) lists the most common tasks, knowledge, and Technical References (TR) necessary for airmen to perform duties at the 3, 5, and 7-skill level.

2.2. **Wartime Tasks**, identified by an asterisk (*) to the left of the task statements in column #1, are tasks identified by the MAJCOM functional managers that must continue to be taught when the wartime course chart is implemented by HQ AETC. These tasks must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks. **NOTE: All 3-level tasks in this specialty training standard are considered wartime tasks.**

2.3. Column 2 (**Core Tasks**) identifies, by an asterisk (*), specialty-wide training requirements.

2.4. Provides certification for OJT. Column 3 is used to record completion of task and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification is to the “Go” level and must show a certification or completed date.

2.5. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and knowledge and the career knowledge provided by the correspondence course.

2.6. **Qualitative Requirements.** This section contains the proficiency code key used to indicate the level of training and knowledge provided by resident training, career development courses, and distance learning.

2.7. The STS becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201.

Note: At unit level, tasks are trained and qualified to the Go/No Go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures. ***Graduates of the 3-level resident course are trained to the level indicated by the codes in column 4 of the STS, as they relate to the proficiency code key at the front of the STS, NOT to the “Go” level.***

When used as a JQS, the following requirements apply:

2.7.1. Documentation. Upon arrival of a 1C331 to their first duty station and completion of base intro programs (i.e. Right Start, First Term Airman's Center, etc.), the assigned supervisor will evaluate the individual's knowledge of all 3-level tasks previously completed at the CP technical school. If the individual's knowledge is inadequate, they will be placed into training in the areas of deficient knowledge. If the individual's knowledge is commensurate with awarded 3-level, they may be entered into unit mission training by identifying duty position requirements. This will be accomplished IAW AFI 36-2201V3.

2.7.2. Transcribing from Old Document to CFETP. Accomplished IAW AFI 36-2201V3.

2.7.3. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references the trainee requires for career knowledge and ensures, as a minimum, trainees cover the core tasks listed in the STS. For two-time CDC course exam failures: the unit commander, with help from the unit education and training manager or base education and training manager, interviews the supervisor and trainee to determine the reason for the failures. The commander has the following options: to keep the airman in training, provide, evaluate, and certify career knowledge and upon successful completion, request a waiver of the CDC requirement; withdraw the airman for failing to progress and evaluate for future reentry into UGT and waiving of the CDC requirement; withdraw the airman for failing to progress, request AFSC withdrawal, and recommend retraining or return to a previously awarded AFSC; or withdraw airman for failing to progress and pursue separation. If the commander elects to keep the airman in training, the supervisor identifies STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the supervisor, and receives certification on the STS. Upon successful completion, request a waiver of the CDC requirement. Summarize counseling on the AF Form 623A, as appropriate.

2.7.4. Decertification and Recertification. Accomplished IAW AFI 36-2201V3.

2.8. The STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career field, develop Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the AFRC/ANG.

3. Recommendations. Report unsatisfactory performance of individual course graduates to 81 TRG. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call our CSIL at DSN 597-4566, or fax us at DSN 597-3790, or e-mail us at 81trg-tget@keesler.af.mil. Reference this STS and identify the specific area of concern (paragraph, training standard element, etc.)."

BY ORDER OF THE SECRETARY OF THE AIR FORCE
OFFICIAL

PHILLIP BREEDLOVE, Lt Gen, USAF
DCS, Operations, Plans and Requirements

<i>This Block Is For Identification Purposes Only</i>		<i>STS 1C3X1</i>
Name Of Trainee		
Printed Name (<i>Last, First, Middle Initial</i>)	Initials (Written)	SSAN (Last Four)
Printed Name Of Certifying Official And Written Initials		
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step-by-step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

NOTE: All 3-level tasks in this specialty training standard are considered wartime tasks. See paragraph 2.2 for description of wartime schedule/tasks.

All STS tasks marked with a "2b/b" will be trained at the "b" level until the new CP simulator comes on line, additional manpower authorization and additional course days are provided.

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. Career Ladder Progression													
1.1. Progression in Career Ladder 1C3X1 TR: AFECDD, CFETP, AFI 10-207								A			-		-
1.2. Skill level duties of 1C3X1 TR: AFECDD, CFETP, AFI 10-207								A			-		-
2. Security													
2.1. Manage Security Programs													
2.1.1. Develop Security Programs TR: AFI 31-401								-			-		B
2.1.2. Implement Security Programs TR: AFI 31-401								-			-		B
2.1.3. Evaluate Security Programs TR: AFI 31-401								-			-		B
2.2. Operations Security (OPSEC)													
2.2.1. Specific OPSEC vulnerabilities of AFSC 1C3X1 TR: AFI 10-701		*	*					A			B		B
2.2.2. Critical Information (CI) TR: AFI 10-701		*	*					A			B		B
2.3. Information Security (INFOSEC)													
2.3.1. Classification Levels TR: DoD 5200.1-R		*	*					A			B		-
2.3.2. Access Requirements TR: DoD 5200.1-R, AFI 31-401		*	*					A			B		-
2.3.3. Classification Markings TR: DoD 5200.1-R, AFI 31-401		*	*					A			B		-

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
2.3.4. Receive Classified Material TR: DoD 5200.1-R, AFI 31-401		*	*					2b/b			b		-
2.3.5. Safeguard Classified Material TR: DoD 5200.1-R, AFI 31-401		*	*					2b/b			b		-
2.3.6. Transmit/Transport Classified Material TR: DoD 5200.1-R, AFI 31-401		*	*					b			b		-
2.3.7. Destroy Classified Material TR: DoD 5200.1-R, AFI 31-401		*	*					2b/b			b		-
2.3.8. Top Secret Control Account		*	*					A			B		-
2.3.9 Top Secret Control Officer		*	*					-			B		B
2.4. Communication Security (COMSEC)													
2.4.1. Inspect COMSEC Material TR: AFI 33-201 V1, V2		*	*					2b/b			c		c
2.4.2. Receive COMSEC Material TR: AFI 33-201 V1, V2		*	*					2b/b			b		c
2.4.3. Safeguard COMSEC Material TR: AFI 33-201 V1, V2		*	*					2b/b			b		b
2.4.4. Issue COMSEC Material TR: AFI 33-201 V1, V2		*	*					b			b		-
2.4.5. Inventory COMSEC Material TR: AFI 33-201 V1, V2		*	*					2b/b			c		-
2.4.6. Destroy COMSEC Material TR: AFI 33-201 V1, V2		*	*					2b/b			c		-
2.4.7. Key Code/Tapes TR: AFI 33-201 V1, V2, V4								A			B		-

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
2.4.8. Simple Key Loader TR: AFI 33-201 V1, V2								A			B		-
2.4.9. Execute COMSEC EAP TR: AFI 33-201 V1, V2		*	*					2b/b			c		c
2.4.10. Use encode/decode document (e.g. 274)		*	*					1a			b		b
2.4.11. Use Authentication System (e.g. TRIAD)		*	*					1a			b		b
2.5. Change Safe Combinations TR: AFI 33-201 V1, V2								-			c		-
2.6. Two Person Integrity (TPI) TR: AFI 33-201 V1, V2		*	*					A			B		-
2.7. Two Person Control (TPC) Concept TR: AFI 91-101, DODR 5210.42, AFMAN 10-3902		*	*					A			B		-
2.8. Report Possible Security Violations TR: DoD 5200.1-R, AFI 33-201V3, CJCSI 3260.01B (Classified), AFI 31-401		*	*					2b/b			b		-
2.9. Computer Security (COMPUSEC)													
2.9.1. COMPUSEC Program TR: AFI 33-202 V1, V6								A			B		-
2.9.2. Network Internet Protocol Router Network (NIPRNet) TR: AFI 33-200								A			B		-
2.9.3. Secure Internet Protocol Router Network (SIPRNet) TR: AFI 33-200								A			B		-
2.10. Emission Security (EMSEC) TR: AFI 33-203 V1, V3, AFI 33-203								A			B		-
2.11. Physical Security													
2.11.1. Maintain Area Security TR: AFI 31-101		*	*					2b			b		-
2.11.2. Use Entry Authority Lists TR: AFI 31-101		*	*					2b			b		-

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
2.11.3. Perform Entry Control Procedures TR: AFI 31-101		*	*					2b			b		-
2.11.4. Escort Visitors TR: AFI 31-101		*	*					2b			b		-
2.11.5. Operate Duress Alarms TR: AFI 31-101		*						2b			b		-
2.11.6. Implement Security measures such as; Covered Wagon, Force Protection Conditions, Information Conditions, etc. TR: AFJI 31-102, AFI 10-245, AFI 31-101, AFI 33-200		*	*					2b			b		-
2.11.7. Conduct Security Checks TR: AFI 31-401		*	*					2b			b		-
2.12. Nuclear Enterprise													
2.12.1. Nuclear Weapons Personnel Reliability Program TR: DOD 5210.42R, AFI 10-3902,								A			-		B
2.12. 2. Nuclear Weapons Surety Program TR: DOD 5210.42R, AFI 10-3902 AFI 91-101, AFI 91-103, AFI 91-104, AFI 91-105 AFD 91-1								A			-		-
2.12.3. Nuclear Weapons Systems TR:CJCSI 6811.01								A			-		-
2.12.4 Nuclear Control Order (NCO) Process TR: CJCSI 6811.01								A			-		-
2.12.5 Process Force Status Readiness Report and Updates TR:SI 501-14								2b			-		-
3. AF Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program													

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level	5 Skill Level	7 Skill Level			
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
3.1. Purpose TR: AFI 91-301, AFI 91-302, AFOSHSTD 91-501								A			-		-
3.2. AFOSH Standards TR: AFI 91-301, AFI 91-302, AFOSHSTD 91-501								A			-		-
3.3. Work Center Hazards for AFSC 1C3X1 TR: AFI 91-301, AFI 91-302, AFOSHSTD 91-501								A			-		-
4. Supervision & Management													
4.1. Orient New Personnel TR: AFI 10-207			*					-			-		-
4.2. Develop Job Descriptions TR: AFH 36-2235 V11			*					-			-	-	
4.3. Schedule Work Assignments and Priorities TR: AFH 36-2235 V11			*					-			-	-	B
4.4. Establish Work Performance Standards TR: AFH 36-2235 V11			*					-			-	-	B
4.5. Establish Minimum Training Standards TR: AFI 36-2201 Vol 3			*					-			-		B
4.6. Maintain AF 623 TR: AFI 36-2201 Vol 3			*					a			b		b
4.7. Evaluate personnel to determine need for training TR: AFI 36-2201 Vol 3			*					-			b		b
4.8. CDC Administration TR: AFI 36-2201 Vol 3			*					-			B		B
4.9. Manpower Requirements													
4.9.1. Unit Manning Document (UMD) TR: AFI 38-201			*					-			-		B
4.9.2. Unit Personnel Manning Roster (UPMR) Document TR: AFI 38-201			*					-			-		B
4.9.3. Authorization Change Request (ACR) TR: AFI 38-201								-			-		B

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.10. Submit Manning Reports to HHQ TR: AFI 10-207			*					-			-		b
4.11. Establish Memorandum of Understanding (MOU)/ Memorandum of Agreements (MOA) TR: AFI 10-207, AFI 25-201			*					-			a		b
4.12. Maintain CP Budget TR: AFI 65-601								-			-		b
5. Training													
5.1. Types of Training TR: AFI 10-207, AFI 36-2201V3													
5.1.1. Initial (certification) TR: AFI 10-207, AFI 36-2201V3								A			B		-
5.1.2. Recurring TR: AFI 10-207								A			B		-
5.1.3. Refresher TR: AFI 10-207								A			B		-
5.2. Develop CP Annual Training Plan TR: AFI 10-207, AFI 36-2201V3, AFMAN 36-2234; AF CP MTP			*					-			-		b
5.3. Develop CP Master Task List TR: AFI 10-207, AFH 36-2235 V11; AF CP MTP			*					-			-		b
5.4. Develop Tests such as; Open/Closed Book, General Knowledge, and Two Person Control TR: AFI 10-207, AFMAN 36-2234, AFH 36-2235 V12, AFMAN 36-2236		*	*					-			b		b
5.5. Develop Performance Training Script/Scenario TR: AFI 10-207, AFMAN 36-2236; AF CP MTP			*					-			-		b
5.6. Maintain Controller Certification Documents TR: AFI 10-207			*					-			-		b

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.7. Evaluate Trainee Proficiency													
5.7.1. Administer Test TR: AFMAN 36-2236			*					-			-		b
5.7.2. Administer Scenario Training TR: AFH 36-2235 V6			*					-			-		b
5.8. Decertification TR: AFI 10-207, AFI 36-2201 V3			*					-			-		B
6. Administration													
6.1. Maintain Filing Systems TR: AFI 33-322								-			-		
6.2. Develop Checklists TR: AFI 10-207			*					-			a		b
6.3. Develop Operating Instructions TR: AFI 10-207, AFI 33-360			*					-			a		b
6.4. Develop Publications TR: AFI 33-360			*					-			a		b
6.5. Self Inspection Program													
6.5.1. Conduct Self-Inspection(s) TR: AFI 10-207, AFI 90-201		*	*					-			b		b
6.5.2. Document Findings TR: AFI 10-207		*	*					-			a		b
6.5.3. Report Findings to CP Management. TR: AFI 10-207		*	*					-			a		b
6.5.4. Correct Findings TR: AFI 10-207		*	*					-			a		b
6.5.5. Report Progress and/or Completion to CP Mgt TR: AFI 10-207		*	*					-			a		b
7. Force Structure and Command and Control (C2) Elements													
7.1. Joint C2 Structure TR: JP 3-0, JP 6-0								A			B		B
7.2. Joint C2 Operations TR: JP 3-0, JP 6-0								A			B		B

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.3. Combined Command C2 Structure TR: JP 3-0, JP 6-0								A			B		B
7.4. Air Force C2 Structure TR: AFDD 2.8, AFI 10-207, AFI 38-101								A			B		B
7.5. Combined Commands TR: AFPAM 36-2241 V1, V2								-			A		B
7.6. North Atlantic Treaty Organization (NATO) TR: AFPAM 36-2241 V1, V2, www.nato.int								-			A		B
7.7. Host Nations TR: AFPAM 36-2241 V1 V2								-			A		B
7.8. Allied Forces TR: AFPAM 36-2241 V1 V2								-			A		B
7.9. Coalition Forces TR: AFPAM 36-2241 V1 V2								-			A		B
8. Communications Equipment													
8.1. Operate Radios													
8.1.1. Use Land Mobile Radio (LMR) TR: AFI 33-106, AFI 33-201 V9		*	*					2b			b		-
8.1.2. Use Ultra High Frequency (UHF) TR: AFI 33-106, T.O.s: 31P1-4-50-1-1, 31P1-4-50-1-2, 31P1-4-50-1-3, 31R2-2MRC144-1		*	*					2b			b		-
8.1.3. Very High Frequency (VHF) TR: AFI 33-106, T.O.s: 31P1-4-50-1-1, 31P1-4-50-1-2, 31P1-4-50-1-3, 31R2-2MRC144-1		*	*					A			B		-
8.1.4. High Frequency (HF) TR: AFI 33-106								A			B		-

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.1.5. Milstar Satellite Communications System TR: T.O. 1E-4B-43-1-1CL-15, CEOIs								A			B		-
8.1.6. Use Standard Radio Terminology/Phraseology TR: AFI 33-217		*	*					2b			b		-
8.1.7. Use Phonetic Alphabet TR: AFMAN 10-100, AFPAM 10-219, AFJMAN 11-213		*	*					2b			b		-
8.2. Operate Telephone Communication Console TR: AFI 10-207		*	*					2b			b		-
8.3. Communication Recording Systems TR: AFI 10-207		*	*					A			B		-
8.4. Operate Secure Voice Systems TR: AFI 33-111		*	*					2b			b		-
8.5. Operate Defense Messaging System (DMS) / Automated Message Handling Systems (AMHS) TR: AF DMS CONOPS, AFI 33-119, AFI 33-127, AFMAN 33-128, DISAC 310-D70-30, JANAP 128		*						-			-		-
8.6. C2 Automated Systems													
8.6.1. Operate Mission Management/Flight Following Systems (e.g. Global Decision Support System(GDSS), Patriot Excalibur) TR: AFI 10-207		*						2b			b		-
8.6.2. Operate Tactical Systems (e.g. Theater Battle Management Core System-Unit Level) TR: AFI 10-207								2b			b		-

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.6.3. Strategic Systems (e.g. Theater Battle Management Core System-Force Level, Strategic Automated Command and Control System) TR: STRAT 501-14, AFI 10-207								A			-		-
8.7. Alerting/Notification Processes													
8.7.1. Operate Alerting/Notification Systems such as, Klaxon, Giant Voice, Base Siren, and Mass Notification Systems TR: AFI 10-2501, System manuals		*	*					2b			b		-
8.7.2. Scramble Alert Aircraft TR: NORAD CONPLAN 3310-07		*	*					2b			b		-
8.8. Alert and Warning Systems													
8.8.1. Determine Alert and Warning Systems Requirements at Home Station TR: AFI 10-2501								-			-		b
8.8.2. Determine Alert and Warning Systems Requirements at Deployed Location TR: AFI 10-2501								-			-		b
8.8.3. Joint Alert and Warning Systems such as; Air Raid Warnings, and Tactical Ballistic Missile Warning System								-			-		-
8.8.4. Allied Alert and Warning Systems such as; Air Raid Warnings, and Tactical Ballistic Missile Warning System								-			-		-
8.8.5. Disseminate alarm/warning information such as; missile flight times, alarm conditions, and mission oriented protective posture TR: AFPAM 10-100		*	*					2b			b		b

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level	5 Skill Level	7 Skill Level			
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
9. Flying Operations													
9.1. Aircraft Mission Monitoring/Management													
9.1.1. Manage/Monitor Aircraft TR: AFI 10-207		*	*					2b			b		b
9.1.2. Coordinate Mission Support with agencies such as; Maintenance, Airfield Management, ATOC, Life Support, Squadron Ops, and Supervisor or Duty Scheduler of Flying (SOF) TR: AFI 10-207		*	*					2b			b		b
9.2. Air Tasking Order													
9.2.1. Process Air Tasking Order (ATO) TR: AFDD 2-1, AOC SOP			*					a			b		b
9.2.2. Disseminate ATO TR: AFDD 2-1, AOC SOP			*					a			b		b
9.3. Special Instructions (SPINS)													
9.3.1. Process SPINS TR: AFDD 2-1			*					a			b		b
9.3.2. Disseminate SPINS TR: AFDD 2-1			*					a			b		b
10. Search and Rescue/Recovery													
10.1. Personnel Recovery (PR)/Introduction to Search and Rescue (SAR) TR: AFOTTP 2-3.2, AFDD 2-1.6, DoDD 2310.2, DoDI 2310.3, AFI 10-207, AFI 13-207								A			B		-
10.2. Air Force Rescue Coordination Center (AFRCC) Civil Mission TR: IAMSAR, U.S. National SAR Plan to IAMSAR, DODD 3003.1								A			B		-

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10.3. Rescue/Recovery Mission Types such as; Searches, Rescue, Mercy, Search and Rescue Unit (SRU) Transport, and Military Assistance to Safety and Transportation (MAST) TR: AFI 13-208 JP 3-50.2								A			B		-
10.4. Respond to Emergency Locator Beacons such as; Emergency Locator Transponder (ELT), Personal Locator Beacon (PLB), etc. TR: FAA AIM (14 Feb 2008), Chapter 6, para 6-2-5 and 6-2-7. Link: http://www2.faa.gov/airports/airtraffic/air_traffic/publications/ATpubs/AIM/Chapter6/aim0602.html		*						a			b		
10.5. Overdue/Missing Aircraft													
10.5.1. Initiate Preliminary Communication Search Procedures TR: AFI 13-202		*	*					1a			b		b
10.5.2. Initiate Extended Communication Search Procedures TR: AFI 13-202		*	*					1a			b		b
10.5.3. Request AFRCC Assistance TR: AFI 13-202		*	*					1a			b		b
10.6. Combat Search and Rescue (CSAR)/ Personnel Recovery (PR) TR: JP 3-50.2, AFDD 2-1.6, AFI 13-208		*	*					A			B		B
11. Operational Procedures													
11.1. Maintain Events Log TR: AFI 10-207		*	*					2b			b		-
11.2. Maintain Command Post Displays such as; Alert Force Status, Airfield Status, NAVAID Status,		*	*					2b			b		-

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
Key Personnel/DV Status, Communication Status TR: AFI 10-207													
11.2. Maintain Command Post Displays such as; Alert Force Status, Airfield Status, NAVAID Status, Key Personnel/DV Status, Communication Status TR: AFI 10-207		*	*					2b			b		
11.3. Conduct Briefings such as; Operational Events and Shift Changeover TR: AFI 10-207		*	*					2b			b		-
11.4. Use Quick Reaction Checklist (QRCs) TR: AFI 10-207, AFI 13-1 MCS Vol 3		*	*					2b			b		-
11.5. Emergency Action Message (EAM) Procedures													
11.5.1. Process EAMs TR: Joint/Air Force or Emergency Action Procedures (EAP)		*	*					2b			b		-
11.5.2. Relay Emergency Action Messages TR: Joint/Air Force or Emergency Action Procedures (EAP)		*	*					-			-		-
11.5.3. Build EAMs TR: Joint/Air Force or Emergency Action Procedures (EAP)		*	*					-			b		-
11.5.4. Transmit EAMs TR: Joint/Air Force or Emergency Action Procedures (EAP)		*	*					-			b		-
11.6. Sealed Authentication Systems TR: CJCSI 3260.01								-			B		
11.7. Deployed Operations													
11.7.1. Process Orders (e.g. PLANORDS, WARNORDS, OPORDS, EXORDS) TR: AFI 10-403		*	*					a			b		-

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
11.7.2. Deployment Control Center (DCC) TR: AFI 10-403								-			B		-
11.8. Use Time Reference Systems TR: AFI 13-1 MCS Vol 3, AFI 11-214, 11-401, 11-402, 11-403, 41-210		*	*					2b			b		-
11.9. Use Reference Systems													
11.9.1. Use Latitude/Longitude (LAT/LONG) TR: AFI 10-207 , AFI 10-2501, AFI 10-211		*	*					2b			b		-
11.9.2. Plot Local/Base Grid Map Coordinates TR: AFI 10-207, AFI 10-2501, AFI 10-211		*	*					2b			b		-
11.10. Weather													
11.10.1. Weather Information from Various Sources such as; Local Observations and New Tactical Forecast System (NTFS) TR: AFMAN 15-111, AFMAN 15-125, AFMAN 15-129, AFI 10-229, AFI 11-203		*						A			B		-
11.10.2. Initiate Response to Adverse Weather Information such as; Weather Warnings, Watches, and Advisories TR: AFMAN 15-111, AFMAN 15-125, AFMAN 15-129, AFI 10-229, AFI 11-203		*						2b			b		-
12. Operational & Readiness Reports													
12.1. Operational Reports Program													

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
12.1.1. Submit OPREP-3 Initial Notification (e.g. Skiweb, Jabber) TR: AFI 10-206, CJCSI 3150.03		*	*					2b			b		-
12.1.2. Submit OPREP-3 Voice Reports TR: AFI 10-206, CJCSI 3150.03								-			-		-
12.1.3. Submit OPREP-3 Reports TR: AFI 10-206, CJCSI 3150.03		*	*					2b			b		-
12.1.4. Submit OPREP-3 Hard Copy Reports TR: AFI 10-206, CJCSI 3150.03								-			-		-
12.1.5. Prepare USMTF Messages TR: MIL-STD 6040		*	*					-			-	-	
12.1.6. Conduct Operational Reports Training TR: AFI 10-207, AFI 10-206			*					-			b		b
12.1.7. Develop Operational Reporting Checklists TR: AFI 10-207, AFI 10-206			*					-			b		b
12.1.8. Perform OPREP-3 Checklist and Format Review TR: AFI 10-207, AFI 10-206			*					-			b		b
12.2. Status of Resources and Training System (SORTS) Reports Program TR: AFI 10-201, AFI 10-207								-			A		B
13. Air Expeditionary Force (AEF) Concept													
13.1. AEF Cycles TR: AFI 10-244, AFI 10-401		*	*					A			B		B
13.2. Personnel Responsibilities TR: AFI 10-244, AFI 10-401, AFI 10-403		*	*					A			B		B

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	C	A	B	C	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
13.3. UTC Availability TR: AFI 10-401, AFI 10-403			*					-			A		B
13.4. AEF Reporting Tool (ART) Report TR: AFI 10-244			*					-			A		B
13.5. Time-Phased Force Deployment Database (TPFDD) TR: AFI 10-401, AFI 10-403								-			A		B
14. Emergency Management (EM)													
14.1. Major Program Directive TR: AFI 10-2501, AFD 32-40,		*	*					A			B		-
14.2. Command and Control (C2) Agencies													
14.2.1. Crisis Action Team (CAT) TR: AFI 10-207, AFI 10-2501, AFMAN 10-2602, AFI 10-204		*	*					A			B		B
14.2.2. Emergency Operation Center (EOC) TR: AFI 10-2501		*	*					A			B		B
14.2.3. Unit Control Center (UCC) TR: AFI 10-2501, AFMAN 10-2602		*	*					A			B		-
14.3. Support Agencies													
14.3.1 Force Protection and Threat Working Group (TWG) TR: AFI 31-310, AFI 10-2501, AFI 10-245								A			B		-
14.4. National Incident Management System (NIMS) TR: HSPD 5								A			B		B
14.5. Air Force Incident Management System (AFIMS) TR: NRF								A			B		B
14.6. Federal Organizations and Responsibilities													

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	B	A	B	B	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
14.6.1. Department of Homeland Security (DHS) TR: DoD 3025.1, DoD 5525.5, AFI 10-802, AFI 10-2501								A			B		B
14.6.2. Federal Emergency Management Agency (FEMA) TR: JP 5-0, AFI 10-802, AFI 10-2501, www.fema.gov								A			B		B
14.6.3. Department of State (DOS) TR: AFI 10-2501,								-			B		B
14.6.4. Department of Justice/FBI TR: AFI 10-2501,								-			B		B
14.6.5. Department of Energy (DOE) TR: AFI 10-2501,								-			B		B
14.6.6. Department of Transportation (DOT) TR: AFI 10-2501								-			B		B
14.7. DoD Organizations and Responsibilities													
14.7.1. Defense Threat Reduction Agency (DTRA) TR: DODI 5105.62								-			A		A
14.7.2. Northern Command (NORTHCOM) TR: AFI 10-2501, www.northcom.mil								A			A		B
14.8. State Organizations and Responsibilities													
14.8.1. Emergency Preparedness Liaison Officer TR: DoD 3025.16								-			A		A
14.8.2. Emergency Management Assistance Compact (EMAC) TR: www.emacweb.org								-			A		A
14.8.3. State Emergency Management Agency or equivalent TR: AFI 10-2501, www.emergencymanagement.org								-			B		B

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	B	A	B	B	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
14.9. Local Organization and Responsibilities													
14.9.1. Local Emergency Management Agency or equivalent TR: www.communityalertonline.com/ema.aspx								-			B		B
14.10. Non-government organizations/private organizations such as; the International Red Cross/Red Crescent, etc. TR: www.redcross.org								-			A		-
14.11. Emergency Management Operations													
14.11.1. Enemy Attack - CBRN Passive Defense Actions TR: AFI 10-2501, AFVA 10-2510, AFVA 10-2511		*	*					A			B		B
14.11.2. Major Accident Response TR: AFI 10-2501, AFI 31-201, Vol 4, AFPAM 10-219		*	*					A			B		B
14.11.3. Natural Disaster Response TR: AFI 10-2501, AFI 10-229, AFI 31-201, Vol 4, AFPAM 10-219		*	*					A			B		B
14.11.4. Nuclear Weapon Accident Actions TR: AFI 10-2501, AFH 10-2502, AFPAM 10-219		*	*					A			B		B
14.12. Response to Terrorist use of WMD TR: AFI 10-2501, AFH 10-2502, AFPAM 10-219		*	*					A			B		B
14.13. EM Exercise Requirements TR: AFI 10-2501, AFMAN 10-2602								-			B		B
15. Treaties													
15.1. New Strategic Arms Reduction Treaty (START) TR: AFMAN 16-602								A			B		-

1. Tasks, Knowledge and Technical References	2. Core Task			3. Certification For OJT				4. Proficiency Code Used To Indicate Training/Information Provided (see note)					
	A	B	B	A	B	B	D	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Lvl	5 Lvl	7 Lvl	Training Start	Training Complete	Trainee Initials	Trainer Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
15.2. Open Skies								A			B		-
15.3. Conventional Forces Europe								A			B		-
15.4. Chemical Weapons Convention								A			B		-

Section B - Course Objective List

7.1. Initial Skills Course. A detailed listing of the CP Apprentice Course objectives may be obtained by written request to 334 TRS/TRR, 700 Hangar Rd., Keesler AFB MS 39534.

7.2. Advanced Skills Course. A detailed listing of the CP Craftsman Course objectives may be obtained by written request to 334 TRS/TRR, 700 Hangar Rd., Keesler AFB MS 39534.

7.3. Supplemental Courses. A detailed listing of the specific supplemental course objectives may be obtained by written request to 334 TRS/TRR, 700 Hangar Rd., Keesler AFB MS 39534.

Section C - Support Material Requirements

NOTE: There are currently no support material requirements. This area is reserved.

Section D - Training Course Index

1. Purpose. This section of the CFETP identifies training courses available for the specialty.
Note: For additional information to include a complete list of available Service and MAJCOM courses, access the Education and Training Course Announcements (ETCA) website at <https://etca.randolph.af.mil>.

2. Air Force In-Residence Courses.

Course Number	Course Title	Location
E3ABR1C331 00CB*	Command Post Apprentice	Keesler AFB, MS
E3AZP1C371 00CC	Joint Nuclear Command and Control	Offutt AFB, NE
E3AZP1C371 00AB	Command Post Training Manager Course	Offutt AFB, NE
E3AZP1C371 00BB	OPLAN 8010 Command Post Training Manager	Offutt AFB, NE
E3AZP1C371 00DB	Aircrew Command and Control Procedures (CCP) Training Manager Course	Offutt AFB, NE

**Course will be under revision upon publication of this CFETP.*

3. Mobile Training Teams

Course Number	Course Title	Location
E7AST1C351 00CC	SORTS Data Handler Course	Host Site
E5AZG1C371 000	Maritime Search and Rescue Coordinator	Host Site
E5AZG1C371 001	Inland Search and Rescue Coordinator	Host Site

4. Exportable/Distance Learning Courses

Course Number	Course	USER
CDC 1C351	Command Post Journeyman	AF
E6ACW1C371 00CB	Command Post Craftsman Course	AF

5. Federal Emergency Management Agency (FEMA) Independent Study Correspondence Courses.

Course Number	Course Title	Developer
IS-1	<i>Emergency Manager: An Orientation to the Position</i>	FEMA
IS-3	<i>Radiological Emergency Management</i>	FEMA
IS-5	<i>An Introduction to Hazardous Materials</i>	FEMA
IS-7	<i>A Citizen's Guide to Disaster Assistance</i>	FEMA
IS-22	<i>Are You Ready? An In-depth Guide to Citizen Preparedness</i>	FEMA
*IS-100	<i>Introduction to Incident Command System</i>	FEMA
IS-230	<i>Principles of Emergency Management</i>	FEMA
IS-235	<i>Emergency Planning</i>	FEMA
IS-240	<i>Leadership and Influence</i>	FEMA
IS-241	<i>Decision Making and Problem Solving</i>	FEMA
IS-242	<i>Effective Communication</i>	FEMA
IS-292	<i>Disaster Basics</i>	FEMA
*IS-700	<i>National Incident Management System (NIMS), An Introduction</i>	FEMA
IS-702	<i>NIMS Public Information Systems</i>	FEMA
IS-703	<i>NIMS Resource Management</i>	FEMA
*IS-800	<i>National Response Plan (NRP), An Introduction</i>	FEMA

*Note: These courses are required for all CP Controllers IAW AFI 10-2501 and completed by accomplishing the AERO CBT.

Note: For additional information to include a complete list of available; up-to-date FEMA independent study courses, access the FEMA Emergency Management Institute website [<http://training.fema.gov/EMIWeb/>]

6. MAJCOM Courses

Course Number	Course Title	Location
3J5ACC1C3X1 034	ACC C2 Management Orientation Course	Dyess AFB, TX
3J5ACC1C3X1 000	ACC C2SORTS/Reports Course	Dyess AFB, TX
AMC C2	AMC C2 Course	Scott AFB, IL
AMC CP Manager	AMC CP Manager Course	Scott AFB, IL
GMAOC	Global Mobility Air Operations Center Crs	Scott AFB, IL
TMC2C	Theater Mobility C2 Course	Hurlburt Field, FL
USAFE-C2	USAFE C2 Course	Ramstein AB, GE
USAFE-TRAINER	USAFE CP Training Managers Course	Ramstein AB, GE
USAFE-LEADER	USAFE CP Leadership Course	Ramstein AB, GE

Section E - MAJCOM Unique Requirements

NOTE: There are currently no MAJCOM unique requirements. This area is reserved.